

Southern Lehigh Public Library – Board of Directors

Regular Business Meeting

Tuesday, August 18, 2026 – 6:30 P.M.

3200 Preston Lane, Center Valley, PA 18034

MINUTES

Members present: S. Arnold, C. Kruse, V. Barber, K. Grum, S. Maund

Members missing: D. Miller, G. Loveless, E. Deebl, K. Parsons

Others present: M. Sullivan (Library Director), Mia Kruse

1. OPENING PROCEDURES

Call to Order – S. Arnold, President called the meeting to order at approximately 6:30pm

2. NOTIFICATIONS

None.

3. MINUTES

Minutes were emailed to the board members for review on 8/14/2026 by M. Sullivan.

Consideration of a motion to approve the minutes of the regular meeting of June 16, 2026 by S. Arnold.
Seconded by V. Barber.

Motion:

Yea: S. Arnold, C. Kruse, V. Barber, K. Grum.

Abstain: S. Maund was not present at the last meeting.

Motion Carried.

4. PUBLIC COMMENT

Mia Kruse (4th grade) requests book carts to carry books.

5. TREASURER'S REPORT

Treasurer's Report was emailed to the board members for review on 8/17/2026 by C. Kruse.

Consideration of a motion to approve the current Treasurer's report by S. Maund.
Seconded by V. Barber.

Motion:

Yea: S. Arnold, C. Kruse, V. Barber, K. Grum, S. Maund.

Motion Carried.

6. EXECUTIVE DIRECTOR'S REPORT

Building & Maintenance:

Ceiling tiles have been put back into place after a water issue in the meeting room. Dieter Brothers was out to unclog a pipe draining the evaporator pans in the meeting room ceiling. The library has had HVAC issues every now and then due to the age of the system and extreme weather.

Kistler O'Brien was out on August 10 for annual fire extinguisher and emergency light inspection. They were out again today (August 18), to replace emergency exit signs, which will likely cost around \$1400.

Programs and Services:

M. Sullivan is still working on the November 21 program with the Upper Saucon Twp. Environmental Advisory Council. M. Sullivan met with Tom Gettings and Jeff Crone on August 17 to map out the one mile walking course. The walk will end at the pavilion. M. Sullivan reserved the pavilion through the township. The Wildlands Conservancy will provide a children's program after the family nature walk. The event is rain or shine.

Coopersburg Community Day will be on Saturday, September 19. M. Sullivan and a member of the friends group will be manning a booth at the event.

Melissa will be doing more storytime at Lower Milford. Mark is looking for some volunteers to fill the day as he is working that Saturday. They will have a scavenger hunt and the Keystone Kid.

7. OLD BUSINESS

Fundraising: S. Arnold suggested applying for the "Round Up at the Register" program at Giant. They recently presented a \$7,000 check to the school district. Giant often promotes health and educational programs.

8. NEW BUSINESS

The chief clerk of Lehigh County reached out to see if they can use the library meeting room as a polling location in November. The township building is not available due to construction. Mark thinks it's a great idea and would love to keep the library open. The library counsel is looking for an agreement with the county for liability purposes, but a contract will take time. He believes the current documents represent an unequal division of liability with the county. If there was an issue, the county should be liable first. A modification could be drawn up and presented. The library owns the building, but leases the land through the township, so a hierarchy of liability needs to be reviewed. M. Sullivan suggests consulting T. Dinkelacker. M. Sullivan will begin reviews, but approvals will likely not take place in time for a November deadline.

Finances:

Ramp, the bill pay management software we have been using for the last couple of years, is instituting new fees effective September 1st that will charge \$1.99 per standard check transaction. Luke estimates this would cost around \$700/yr. in fees. We can waive those fees if we open a Ramp checking account. The library would keep the current QNB accounts and would still process payroll through ADP/QNB. The Ramp account would just be used to pay non-payroll bills. Everyone agrees this is a simpler solution than changing software. S. Maund suggests reviewing the contract to make sure there are no hidden fees or penalties.

9. COURTESY OF THE FLOOR

M. Sullivan notes that he provided summer statistics in the director's report. Overall the library has increased participation in activities and visits.

M. Sullivan sent the final version of the Strategic Plan and asked the board members to review one more time before the next meeting.

10. ADJOURNMENT

Meeting was adjourned by S. Arnold at approximately 7:10pm.

UPCOMING MEETINGS

Next Board Meeting - Tuesday, September 15, 2026 at 6:30pm
Next Friend's of SLPL Meeting – Monday, September 14, 2026 at 1:00pm